



U.S. Coast Guard (USCG)  
Child Care  
Subsidy Program  
  
Family Handbook

## U.S. Coast Guard Child Care Subsidy Program Family Handbook

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*(\*This page must be completed, signed and returned to the GSA Subsidy Section to activate the processing of your USCG Child Care Subsidy Application for benefits )*

#### How to contact us:

General Services Administration (GSA)

Subsidy Administration Section

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## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Introduction

The U.S. Coast Guard (USCG) Child Care Subsidy Program provides a contribution toward the total cost of child care for Active Duty USCG members and Reservists who have been called to Active Duty for a minimum of 180 consecutive days or longer. The benefit was created to assist members whose children attend off base care allowing eligible families to pay fees comparable to those charged on base. Providers and Parent(s) must apply for benefits via the GSA Subsidy Administration Section (GSA) as the 3rd party administrator for the USCG. The family portion of child care costs plus the amount of the USCG Child Care Subsidy Program Benefits will equal the provider rate. Eligibility will be determined based on USCG Child Care Subsidy Program guidance and may be updated at any time throughout the year per the discretion of the USCG.

- ◆ The USCG Child Care Subsidy benefit is available to Active Duty Members and Active Duty Reservists called to Active Duty for 180 consecutive days or longer.
- ◆ Families may qualify for subsidy benefits in accordance with the U.S. Coast Guard Child Care Subsidy Benefit Table. The subsidy benefit is based on the member's Total Family Income (TFI) which includes Adjusted Gross Income (AGI) and may include business income, rental income, and/or any other recurring income as listed on the most recent federal tax information provided plus Annual Basic Allowance for Subsistence (BAS) plus Annual Basic Allowance for Housing (BAH).
- ◆ Eligibility to receive benefits can only be determined once all documents are submitted to the GSA Subsidy Administration Section for review.
- ◆ Eligibility will be determined based upon the USCG Child Care Subsidy Program guidelines.
- ◆ Program guidelines may be updated at anytime throughout the year per the discretion of the USCG and will be communicated to the GSA for implementation.
- ◆ Additional information on the Child Care Subsidy program can be found at [www.uscg.mil/worklife](http://www.uscg.mil/worklife).

### USCG Child Care Subsidy Benefit Program

The intent of USCG Child Care Subsidy benefit Program is to help meet the needs of eligible Families where the spouse/partner is working and/or attending school. Members must use a licensed and/or accredited child care provider in order to be deemed eligible for benefits. USCG Child Care Subsidy benefits are calculated based upon the child's attendance to include hourly care, daily care, and monthly care with benefits being paid directly to the qualifying provider on a monthly basis on or after the 15th of the month for the current month of care.



## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Eligibility Requirements for USCG Families

- ◆ Families of Active Duty and Reservist called to Active Duty for 180 consecutive days or longer may be eligible. USCG Civilians are not eligible for benefits.
- ◆ The member's spouse/partner (Two adults living together who are in a relationship to include same sex couples) be working a minimum of 20 hours per week; enrolled in school a minimum of 6 credit hours for spring and fall semesters and/or 6 credit hours for summer, or actively seeking full-time employment.
- ◆ The child/children for which the Member is applying, must be the legal dependent of the USCG member and must be listed on the member's BAH Dependency Data Sheet, CG Form 4170.
- ◆ The benefit is available for children from birth through 12 years of age.
- ◆ A qualifying child care provider must be used for the care of the member's child.
- ◆ The USCG Child Care Subsidy program requires that the child care provider be licensed, regulated, and/or accredited in order to be considered a qualifying child care provider.
- ◆ Care provided in the home where the family/child resides is not authorized under the USCG Child Care Subsidy Program guidelines.

### Program Responsibilities

Once you determine that you may qualify for benefits based upon the criteria above, you may apply for a USCG Child Care Subsidy Benefit. Please be aware that there are responsibilities that you, your provider, the GSA Subsidy Administration Section, and the USCG have once this process begins. These responsibilities are to ensure that USCG Child Care Subsidy benefit Program guidelines are adhered to based upon the intent of the program.

The responsibilities for each party are outlined below.

#### Parent Responsibilities:

1. The Member/Family will be financially responsible for all child care costs until their application for child care subsidy benefits has been approved and the Member and their child care provider have signed and returned their USCG Child Care Subsidy Program Benefit Letter.
2. Complete the application process ensuring that all required forms have been submitted to the GSA in order to determine eligibility.
3. Meet program guidelines and use a qualifying child care provider.
4. Sign the GSA Invoice/Attendance form each and every month to request payment.
5. Pay the Family portion of child care costs directly to the provider including any additional charges for services that you may incur including field trips, non-essential supplies, late fees, etc.
6. Report any change to your child care needs immediately to the program administrator (GSA) and your child care provider.
7. Report **immediately** any changes in:
  - ◆ Your Family's size, such as someone moving in or out of the household
  - ◆ Work, training, or education schedule
  - ◆ Your Family's address or telephone number (work and home)
  - ◆ Your Family's legal obligation to pay child support
  - ◆ Any change in marital status
8. Make payment arrangements for child care needed for personal reasons that are not authorized.
9. Ensure that child care providers used while participating in the USCG Child Care Program are promptly paid for all child care services rendered. Failure to pay the required Member portion to any child care provider may result in the Member being disqualified from the program for one year.

## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Provider Responsibilities:

- 1) All providers must meet the USCG child care licensing and accreditation requirements for the type of child care business they operate under the USCG Child Care Subsidy Program. The following types of child care programs are accepted under the USCG Program guidelines:

#### Family Child Care:

Family child care is home-based care provided for a portion of the day in a private family home for compensation on a regular, ongoing basis and must be inhabited by the family/individual that is providing care. States limit the provider's hours of operation and number of children who can be cared for in a home environment. Family child care providers must be licensed by the state and the care providers must have basic training in first aid, safety, and child care, child abuse and neglect prevention. Many in-home providers also have training in early education.

#### Center Based Child Care:

Commercial child care centers/day care centers provide child care in a group setting for a set number of hours and provide standardized and regulated care. There are planned educational activities and children may be grouped by age or placed in mixed age groupings. Day care centers are licensed to provide care for infants, toddlers, and/or pre-school age and they are usually open all day. Classes are usually largest in this type of care; ratios of children to adult caregivers will vary according to state licensing requirements. This type of environment will allow for the children to gain independence, academic achievement, and socialization skills.

#### Federal Based Child Care:

Some Federal agencies sponsor on-site child care centers for their employees and families seeking to use this type of child care. The space at federal child care centers may be available to non-federal employees however, priority for child care services will be given to federal employees.

Please note that the U.S. Coast Guard Child Care Subsidy Program benefit offered through the GSA is not available to Members who are using a USCG Child Development Center (CDC) or a Department of Defense (DOD) Child Development Center as you are currently paying child care rates that are comparable or equal to this program benefit.



## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Provider Responsibilities: (continued)

2. Meet program rules and requirements in order to receive a USCG Child Care Subsidy Benefit.
3. Keep complete and accurate attendance records according to licensing and accreditation regulations and/or contract requirements. Maintain records for future reference as needed.
4. Bill for the USCG Child Care Subsidy using the directions and invoice/attendance form as provided.
5. Submit to the program administrator (GSA), any changes/updates to status as a licensed and/or accredited child care provider.
6. Provide timely notification if/when a USCG member's child or children have left care.
7. Provide timely notification if/when a USCG member's child's rate and/or attendance changes.
8. Providers may submit **one rate** change per year and will be required to notify the GSA at least 15 days prior to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed.
9. Must submit Invoice & Attendance records to the GSA that are properly completed and signed by both the Member, Spouse or POA along with a representative of the child care center for payment. Invoices not properly completed and submitted to the GSA within 3 months of the period of service, will be considered void and will not be honored for payment.

### GSA Subsidy Administration Section Responsibilities as the Third Party Administrator:

1. Determine a family's eligibility for child care subsidies based upon USCG Child Care Subsidy Program guidance and benefit tables.
2. Authorize benefits based on the amount of child care needed by eligible families for approved child care.
3. Pay providers for authorized and billed child care services provided to an eligible family.
4. Inform families and providers of USCG Child Care Subsidy Program updates as applicable. (e.g. Start/end date, payments, notifications of expired documents, etc.).
5. Assess and resolve overpayments and underpayments.
6. Answer questions related to eligibility, authorizations, and payments.
7. Will inform the Member within 10 days of the receipt of a Family's application that their application has been accepted and is either **Complete** or **Incomplete**. If the application is incomplete, the GSA will inform the Member of the information/documents needed in order to complete the application process.

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### USCG Responsibilities:

1. Develop operational guidance for the USCG Child Care Subsidy Program and ensure that the GSA has the most current guidance and applicable policies.
2. Ensure that the GSA, as the third party program administrator, follows all established guidelines as set forth by the USCG.
3. Perform audits on records and files ensuring proper documentation is maintained in accordance with established operational guidance.

### Application and Program Process

**Step 1:** Member completes and submit U.S. Coast Guard Child Care Subsidy Program application and includes all supporting documents

**Step 2:** Member's case is assigned to an Agency Representative who will work with the Member throughout the application process and throughout the Member's participation in the program

**Step 3:** *Within 10 days* of submission, the GSA Subsidy Administration Section review the application and supporting documents to determine completeness and informs the Member if any documents and/or information is missing. Member has **30 days** from the initial notification to submit all required documents or their application will be declined.

**Step 4:** If applicable, Member/Family submits missing documents and/or information

**Step 5:** Sponsor's eligibility is determined. The GSA, using the U.S. Coast Guard Child Care Subsidy Program Total Family Income (TFI) guidelines and Benefit Table, will calculate the USCG CCS that the Member/Family may qualify for

**Step 6:** The GSA Subsidy Administration section will inform the Member and Child Care Provider via email of the USCG CCS Benefit that the Member qualifies and include Invoice & Attendance Record for use in billing the GSA

**Step 7:** Child Care Provider will begin billing the GSA Subsidy Administration for the USCG CCS portion of the child care costs.

**Step 8:** Payments are issued to the Child Care Provider who will credit the Member's account

**Step 9:** Each year, the Member is informed that they must complete the Annual Recertification process in order to determine their continued eligibility. Child Care Providers must also complete the Annual Recertification process

**Step 10:** Members and Providers must ensure that all information maintained in their respective files is complete and accurate at all times. This includes but is not limited to a Member's orders, home and work address, personal situation (Marriage, divorce, separation, etc.) and Providers must ensure that the GSA has a current copy of their license, letter of Accreditation, Registration along with any information that pertains to the state's inspection of their facility.



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### Child Care Qualifications: Full Time vs Part Time

The child/children's attendance will determine the calculation of benefits as full time or part time with the family being responsible for any balance above the authorized benefit. The type of care and status of the spouse must be evaluated to determine if the USCG Child Care Subsidy benefit should be full-time, part-time, or unauthorized due to insufficient hours. Full-time and part-time care is authorized based upon the USCG Child Care Subsidy benefit and is defined as follows:

### USCG Child Care Subsidy Benefit Important Facts

- ◆ The Fee Category Table below provides the Total Family Income Fee Category and the Maximum Benefit allowed per child per year. The U.S. Coast Guard updates the Fee Category Table each year effective 01 January.

The table below is effective Date: 01, January 215 through 31, December 2015

		Maximum Subsidy Allowed per Year		
TFI Category		1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Category I	0 – 30,466	7800 dollars	6800 dollars	6800 dollars
Category II	30,467 - 36,993	6630	5630	5630
Category III	36,994 – 47,873	5320	4320	4320
Category IV	47,874 – 59,841	4800	3800	3800
Category V	59,842 – 76,162	4020	3020	3020
Category VI	76,163 – 88,079	3240	2240	2240
Category VII	88,080 – 103,622	2560	1560	1560
Category VIII	103,623 – 129,572	1680	680	680
Category IX	129,573 +	900	0	0

- ◆ Both parents and providers must remain eligible for the USCG Child Care Subsidy benefit in order to receive payment.
- ◆ The amount listed on the USCG Child Care Subsidy Benefit Authorization Letter is the amount that will be paid monthly directly to the child care provider. If the family terminates child care and/or switches to a new child care provider, the monthly USCG child care subsidy benefit is pro-rated. In either case, the member/family is responsible for any remaining balance.
- ◆ Providers may submit **one rate** change per year and will be required to notify the GSA at least 15 days prior to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed



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### USCG Child Care Subsidy Benefit Important Facts - continued

- ◆ During summer months, school-age child care rates may change based upon attendance, at which time the benefit will be recalculated.
- ◆ Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.
- ◆ The USCG Child Care Subsidy Benefit will **NOT** pay fees for:
  - Months in which no care occurs
  - Lateness/Tardiness
  - Transportation
  - Field trips
  - Food
  - Any other miscellaneous fees
  - Tuition for part-day kindergarten and/or elementary education
- ◆ USCG Child Care Subsidy benefits will not be made to more than one provider for the same child/children for the same hours of care.
- ◆ All child care payments are made directly to the child care provider. Payments are made within seven (7) to ten (10) business days from verification of a complete and accurate attendance record.
- ◆ USCG Members must ensure that their provider submits invoices in a timely manner in order for payment to be issued on their behalf. Invoices may be submitted by the Provider or the Member directly to GSA for payment.
- ◆ Under no circumstances will child care payments be made to the Family. Families are required to make clear and concise arrangements with their child care provider related to account credits or reimbursements.
- ◆ Child care providers will only be paid for child/children listed on the USCG Child Care Subsidy Benefit Authorization Letter. If the family adds a child or children to the program after their original authorization date, they must submit information for program benefit recalculation.

### Registration Fees

Providers will be paid for registration fees up to \$200 per year per child as long as the Member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines

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### Payment Process

Payments are issued directly to the family's child care provider. Each provider will receive a USCG Child Care Subsidy Benefit Invoice & Attendance Form for each family that qualifies for USCG child care subsidy benefit. Per USCG guidance, each Invoice & Attendance Form submitted to the GSA for payment must be properly completed and must include the signature of a qualifying child care provider program official along with the Member, the Member's Spouse/Partner, or the Member's Power of Attorney.

U.S. Coast Guard (USCG) Child Care Subsidy Program Invoice & Attendance Form															
Provider:		ABC DAYCARE													
Address:		123 MAIN STREET ANYTOWN, USA 12345													
Remit to Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345													
Email address:		ABCDAYCARE@MAIL.COM													
Tax ID #		12345678-00001								Agency Rep		USCG00			
Phone #		(816) 555-1234								Fax #		(816) 555-5678			
Member Name		SAM SMITH													
Child Name		JENNIFER SMITH													
Month of Service															
<b>Attendance &amp; Billing Record:</b>															
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE, or "T" if service was TERMINATED															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Member/Family Annual Recertification Date: Saturday, January 01, 1900															
<b>Current Child Care Cost Billing</b>															
Total Cost \$								Approved USCG Child Care Subsidy Benefit							
Less Member/Family Portion \$								Total Monthly Cost \$750.00							
USCG Balance Due \$								Total Member/Family Portion \$425.00							
								USCG Portion \$325.00							
MAXIMUM BENEFIT \$750.00 PER MONTH															
Provider Signature _____															
Member Signature _____															
Providers or parents who misrepresent information used to calculate Child Care Subsidy Benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.															
Return completed Invoice & Attendance Form via any of the following:															
Fax: (816) 823-5436								Mail: General Services Administration / Attention: Child Care							
Email: uscginvoices.childcare@gsa.gov								2300 Main St - 25E							
Questions: (866) 506-0371								Kansas City, MO 64108							
USCG 2000.02															

**Example of an USCG Child Care Invoice & Attendance Form used by child care providers to bill the GSA Subsidy Administration Section**

***Please note that Members are required to pay the Member portion as listed on their benefit letter and invoice prior to any benefits being issued to your provider on their behalf.***

***Invoices not properly completed and signed by both the Member and qualifying Child Care Provider will not be processed for payment. USCG Members need to ensure that the invoice correctly reflects the proper attendance in order for their USCG Subsidy Benefit to for the correct USCG CCS to be paid.***

## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Payment Process, continued

If a Power of Attorney (POA) is signing the form on behalf of the Member, the program administrator (GSA) must have a copy of the most current POA in order to process for payment.

Please see below a sample USCG Child Care Subsidy benefit Invoice and Attendance Form which provides instructions on the completion of the form. All Invoice & Attendance Forms must be submitted to the GSA Subsidy Administration Section within 90 days/3 months of the period of service that child care was provided.

By signing and certifying the invoice for payment, you and your provider attest that the total cost written on the form is the actual amount of child care costs billed to your family for the period of service indicated and that you have paid or have made payment arrangements for the Member.

U.S. Coast Guard (USCG) Child Care Subsidy Program Invoice & Attendance Form														
Provider:	ABC DAYCARE													
Address:	123 MAIN STREET ANYTOWN, USA 12345													
Remit to Address:	ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345													
Email address:	ABCDAYCARE@MAIL.COM													
Tax ID #	12345678-00001													
Agency Rep	USCG00													
Phone #	(816) 555-1234													
Fax #	(816) 555-5678													
Member Name	SAM SMITH													
Child Name	JENNIFER SMITH													
Month of Service	February 2016													
Attendance & Billing Record:														
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
X	X	X	X	X			X	X	X	X	X			X
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
X	X	X	X				X	X	X	X				
31														
Member/Family Annual Recertification Date: Saturday, January 01, 1900														
Current Child Care Cost Billing														
Total Cost \$	750.00													
Less Member/Family Portion \$	425.00													
USCG Balance Due \$	325.00													
MAXIMUM BENEFIT \$275.00 PER MONTH														
Provider Signature	<i>Jessie Daycare Provider</i>													
Member Signature	<i>Sam Smith</i>													
Providers or parents who misrepresent information used to calculate Child Care Subsidy Benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.														
Return completed Invoice & Attendance Form via any of the following:														
Fax: (816) 823-5496	Mail: General Services Administration / Attention: Child Care													
Email: uscginvoices.childcare@gsa.gov	2300 Main St - 25E													
Questions: (866) 508-0371	Kansas City, MO 64108													

Your provider will complete the following:

Month of Service

Attendance & Billing Record (Using the appropriate code from above)

Total Cost (Total amount the Provider is charging for child care)

Member/Family Portion (Amount you have paid your provider)

USCG Portion (Amount billed to the GSA on your behalf)

Provider will sign the Invoice & Attendance Form

You as the USCG Member, your Spouse or designed Power of Attorney will sign certifying that the information on the invoice is accurate prior to submission to the GSA

## U.S. Coast Guard Child Care Subsidy Program Family Handbook

### Billing Errors

Billing errors may cause an underpayment or an overpayment. The parent and provider are required to provide correct information in relation to the USCG Child Care Subsidy benefit received. If the provider was to receive an over-payment of USCG Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a GSA /USCG error, must be reported immediately to the families' assigned agency representative.

Once GSA has determined that an over-payment was issued and the information has been validated, the provider or family will receive an official notification which may include a request that funds be returned for further credit to the USCG **or** that future invoices will be offset (maximum offset period allowed is 90 days).

The GSA Subsidy Administration Section is responsible to collect erroneous payments made to providers for the following reasons which include but are not limited to:

- ◆ Erroneous or false information regarding eligibility or care provided
- ◆ Duplicate payments or payments made for services not rendered
- ◆ Payments made for ineligible providers or families

The GSA Subsidy Administration Section will make reasonable efforts to collect overpayments making a minimum of three notifications to providers and families. Failure by the provider to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For family's that incur an overpayment due to incorrect information provided in order to calculate the benefit or a change in the family status that effects their eligibility, the GSA Subsidy Administration Section will provide documentation to the USCG Coast Guard Child Care Subsidy Program for review and action. The GSA will act on behalf of the U.S. Coast Guard for all financial decisions pertaining to child care subsidy payments issued.

Families or providers who give erroneous or false information may be permanently disqualified from participating in the USCG Child Care Subsidy benefit programs upon approval of the USCG Child Care Subsidy Program Manager.

### Payment Reconciliation

Families are required to make their portion of the total child care costs directly to their providers. Neither the GSA, nor the USCG, has any responsibility for ensuring that the family pays their portion. Failure of families to make their portion of child care costs may result in discontinued USCG Child Care Subsidy benefit. In addition, failure by the providers to reimburse families or credit their account for USCG Child Care Subsidy benefit received may result in disqualification from the program and repayment of funds.



## U.S. Coast Guard Child Care Subsidy Program Member Statement of Understanding

- ◆ Families are financially responsible for all child care costs until a U.S. Coast Guard Child Care Subsidy Benefit has been awarded and accepted by both the Member and child care provider.
- ◆ Families are eligible for USCG Child Care Subsidy benefit only if/when their application has been approved. The Member's Eligibility Date/Benefit Effective will be the first of the month in which the Member applies, or the child/children's first day in care, whichever is the latest of the two dates.
- ◆ Families participating in other subsidy benefit programs may be eligible for a USCG Child Care Subsidy Benefit, however the benefit is calculated after these discounts have been applied to the standard rate.
- ◆ You must be in an **Active Duty Status** with the U.S. Coast Guard in order to be eligible to receive benefits under this program. Any change in your status with the U.S. Coast Guard must be reported to the GSA Subsidy Administration Section immediately for further review.
- ◆ You must notify the GSA Subsidy Administration Section if and when your child is no longer enrolled with the qualified child care provider identified on your application. The subsidy is not transferable to another child care provider. You must reapply for the subsidy should you change child care arrangements.
- ◆ Invoices must be submitted to the GSA Subsidy Administration Section on a monthly basis in order for the USCG Child Care Subsidy Benefit to be paid. Invoices must be properly completed and submitted to the GSA within 90 days of the period of service in order for payment to be issued. Invoices submitted after 90 days following the end of the period of service will not be eligible for payment resulting in the Member being financially responsible for the child care cost incurred for that period of service.
- ◆ Any change to the families cost for any reason must be reported to the GSA Subsidy Administration Section as soon it has been identified.
- ◆ If your child care provider's standing with their state child care licensing authority changes or is revoked, this information must be reported to the GSA Subsidy Administration Section immediately.
- ◆ You are responsible for reporting any changes in your personal and/or financial situation, or that of your spouse/partner, that may affect your status as a U.S. Coast Guard Child Care Subsidy recipient; such as but not limited to any change in employment, school enrollment, marriage, divorce, a partner who has entered or left the home, etc. Failure to promptly report any change to the GSA Subsidy Administration Section that causes an erroneous payment on your behalf may result in your Child Care Subsidy Benefit being terminated and subsequent collection action of the erroneous payment from you.
- ◆ As a participant in the USCG Child Care Subsidy Program, you agree to provide any and all information requested by the GSA Subsidy Administration Section and/or the USCG related to your application, payments issued on your behalf, eligibility and the child care costs charged to you by your provider.
- ◆ Due to the variation of oversight and regulation in different states and based upon official USCG guidance, the GSA Subsidy Administration Section reserves the right to determine which types of child care providers in each state meet the minimum eligibility requirements for participation in USCG Child Care Subsidy Program.
- ◆ Any program policy infraction to include but not limited to providing incorrect child care cost, knowingly or unknowingly which causes an overpayment of a USCG Child Care Subsidy benefit may result in you being disqualification from the program. In addition repayment of monies received due to this misrepresentation will be required.

By completing the application process through the GSA Subsidy Administration Section, I attest that I have received, read and understand the U.S. Coast Guard Child Care Subsidy Program guidelines as set forth in the handbook

\_\_\_\_\_  
*Signature of U.S. Coast Guard Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of U.S. Coast Guard Member*

\_\_\_\_\_  
*Last 4 of SSN*